## Letter of Recommendation Guidelines

This information is requested so that school staff members who will be writing letters of recommendation for you will be able to do so in the best and most complete way possible. Please complete all sections of this form in as comprehensive a manner as possible. When you have completed this form (type or print legibly), make copies so that you can give one (1) to every person you ask for a letter of recommendation. (Be sure to provide the person with a stamped, addressed envelope and the official recommendation form if the college requires one.) MAKE SURE IT IS GIVEN TO THE PERSON TWO WEEKS BEFORE THE RECOMMENDATION IS DUE TO ARRIVE AT ITS DESTINATION (EVEN EARLIER IF POSSIBLE.)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Personal Data Section:** | | | | | |
| First Name: | | Middle Name: | | Last Name: | |
|  | |  | |  | |
| Home Address: Street: | | City: | | State: | Zip: |
|  | |  | |  |  |
| Mother's Name: | | | Mother's Employer: | | |
|  | |  | |  | |
| Father's Name: | | | Father's Employer: | | |
|  | |  | |  | |
| PSAT Scores Verbal | Math | SAT Scores  Critical Reading | Math | Writing | ACT Score |
|  |  |  | |  |  |
| Name of person/organization to whom this recommendation should be sent: | | | | | |
|  | | | | | |
| Purpose of recommendation: | | | | | |
|  | | | | | |
| List the colleges you have chosen or are considering attending: | | | | | |
| 1. | | | 2. | | |
| 3. | | | 4. | | |
| List the subject (or subjects) you are considering for your college major: | | | | | |
| 1. | | | 2. | | |
| 3. | | | 4. | | |
| Vocation or career you are considering: | | | | | |
|  | | | | | |
| What experience do you have in this area? | | | | | |
|  | | | | | |
| What are your best subjects? | | | | | |
| 1. | | | 2. | | |
| 3. | | | 4. | | |
| What are your worst subjects? | | | | | |
| 1. | | | 2. | | |
| 3. | | | 4. | | |
| List some of your hobbies or special interest: | | | | | |
|  | | | | | |
| What awards have you earned in the last four (4) years?   |  |  | | --- | --- | | Date: | Purpose or Distinction: | | | | | | |
|  |  | | | | |
| List five (5) words you would use to describe yourself: | | | | | |
|  | | | | | |
| Accumulative GPA: |  |  | | | |

|  |  |
| --- | --- |
| **Activities Section**   |  | | --- | | In this section be sure to list your year, team, weight class or position, hours worked, specific office held and other detailed type of information such as: 10th grade-sophomore class treasurer        11th grade-quarterback, varsity football team | |
| List and detail all school activities in which you have participated: |
| 1. |
| 2. |
| 3. |
| 4. |
| 5. |
| List and detail the sports in which you have participated: |
| 1. |
| 2. |
| 3. |
| 4. |
| 5. |
| List and detail out-of-school activities in which you have participated: |
| 1. |
| 2. |
| 3. |
| 4. |
| 5. |
| List and detail significant travel experiences you have had: |
| 1. |
| 2. |
| 3. |
| 4. |
| 5. |
| List and detail work experience (paid work, give days and hours) ex. Cashier at McDonald's, Monday-Wednesday, 3 hours a day: |
| 1. |
| 2. |
| 3. |
| 4. |
| 5. |
| List and detail all awards and honors (no matter how small they may be) |
| 1. |
| 2. |
| 3. |
| 4. |
| 5. |
| Special talents you possess: |
| 1. |
| 2. |
| 3. |
| 4. |
| 5. |
| List three (3) or more high school teachers who know you the best: |
| 1. |
| 2. |
| 3. |
| 4. |
| 5. |
| AFTER FILLING OUT THIS FORM: - Have your parents write a statement about what they consider to be your strengths and/or uniqueness. Have them be as comprehensive as possible. You should write a statement about what you consider to be your strengths and/or uniqueness too. Be specific. Attach a copy of your college application letter to this form. |